

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3602  
**GRADE:** S-33

**TITLE:** DIRECTOR OF ALCOHOL AND DRUG PROGRAMS

**DEFINITION:**

Subject to the review and approval of the Fairfax-Falls Church Community Services Board through its Executive Director, plans, organizes, develops, directs and monitors a comprehensive substance abuse treatment program composed of multiple individual program units, including an alcohol safety action program, residential and outpatient alcoholism and drug abuse treatment services, outreach services, prevention programs, consultation and education services, case management, detoxification, and transitional residences; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Plans, organizes, develops, directs and monitors a comprehensive substance abuse treatment program adapted to meet changing community needs;

Supervises the work of the directors of the individual program units comprising the overall substance abuse treatment program;

Consults with program unit directors on difficult professional and administrative problems ;

Establishes goals, objectives and priorities for the alcohol and drug program area and all component units;

In conjunction with the Community Services Board's long-range planning process, develops an annual program plan and budget for review by the Community Services Board's Alcohol and Drug Committee;

Determines needed services to be provided by contractual programs;

Negotiates contracts for the provision of outpatient, residential, inpatient, detoxification, and other services;

Monitors the performance of contractors;

Develops requests for proposals for consultant services, reviews proposal submissions, and serves as project manager for studies related to needs and services in the alcohol and drug program area;

Facilitates effective collaborative relationships between and among components of the County's substance abuse treatment program and other Community Services Board operated and contractual programs;

Monitors the substance abuse treatment program's adherence to all applicable federal, state and local regulatory standards and policies, the program plan, the fiscal plan and Community Services Board policies and procedures;

Serves as the Community Services Board's primary staff resource for substance abuse issues, keeping them abreast of important developments and making recommendations concerning substance abuse treatment policies, services, and problem areas;

Serves as the primary staff support to the Community Services Board's Alcohol and Drug Committee, drafting issue papers regarding significant administrative, fiscal or programmatic developments/proposals for consideration or action by the Alcohol and Drug Committee (and later consideration/action by the full Community Services Board and/or Board of Supervisors);

Serves as the primary staff support to the Alcohol and Drug Community Advisory Committee;

Serves as the Community Services Board's principal contact with state, regional and local agencies (e.g., the State Department of Mental Health and Mental Retardation, the National Institute on

Alcohol Abuse and Alcoholism, the National Institute on Drug Abuse, and the Health Systems Agency) on matters relating to the County's alcohol and drug programs;  
Serves as the principal spokesperson and representative for the County's alcohol and drug programs, providing information to the news media, developing public informational and educational materials, and making presentations to various community groups and organizations;  
Meets with groups to identify areas of mutual need and develop cooperative working agreements.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends and methods of substance abuse counseling;  
Knowledge of the characteristics of chemical dependency;  
Thorough understanding of the principles of community substance abuse treatment, and the ability to innovatively apply them in planning and developing new programs;  
Thorough understanding of the structure of public substance abuse treatment programs ;  
Thorough knowledge of the principles and practices of public administration, organization, and management;  
Ability to synthesize the long-range plans of the individual program units into a substance abuse treatment program master plan that is comprehensive, realistic, and attainable;  
Ability to effectively motivate and supervise others;  
Ability to develop a proposed budget that accurately forecasts the program's financial needs;  
Ability to keep the program's expenditures within the constraints of its approved budget;  
Ability to elicit cooperation from disparate groups and individuals of varying philosophies;  
Ability to establish and maintain effective working relationships;  
Ability to communicate clearly, concisely, and effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
A Master's degree from an accredited college or university in a field related to substance abuse treatment and rehabilitation; PLUS  
Five years of increasingly responsible substance abuse treatment work experience. The qualifying experience, some of which should be at a community level, should include two years of supervisory responsibility over subordinate professionals and two years of administrative responsibilities involving program planning duties. Professional registration or certification, in fields where this is established, is preferred.  
A tuberculosis (TB) screening is required for all occupants of this class at hire and annually thereafter.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED:	January 11, 1995
REVISED, RETITLED:	June 23, 1986